

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>	<b>Policy Number</b>	<b>1126</b>
		<b>Original Date</b>	<b>08/08/1983</b>
		<b>Revised Date</b>	<b>07/09/2015</b>
	<b>Department: Social Services</b>		
<b>Resident Work Program/Performance Evaluations</b>			

### **POLICY:**

Resident Work Program performance evaluations and rate of pay forms will be completed for each resident in the program.

### **PROCEDURE:**

1. Employee work performance evaluations (Attachment #1) shall be conducted 3 months after the resident worker begins a new job. A Performance Evaluation form will be completed annually.
2. Resident assessment for determination for rate of pay (Attachment #2) will be conducted semi-annually. Determination for rate of pay will be completed following the assessment
3. The Resident Work Program Coordinator, in conjunction with the work area supervisor, shall be responsible for conducting performance evaluations.
4. The Resident Work Program Coordinator shall maintain performance records in individual files for each resident worker
5. Progress notes will be recorded in the resident work program file at least every six months or when there is a change in the resident worker's status.